

Vacancy Announcement

for U.S. Embassy, Baghdad

ANNOUNCEMENT NUMBER: TCN-11-29

Candidates who applied for vacancy number TCN 11-03 need not to reapply

OPEN TO: Third Country Nationals Only

POSITION: Property Clerk; FSN-6

OPENING DATE: March 7, 2011

CLOSING DATE: March 20, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: \$18,782 per annum (Plus 35% Differential of basic salary; 15% of basic salary for Unique Conditions of Work Allowance) **Paid in US Dollars.**

LENGTH OF HIRE: 1 - 5 years (1 year with 4 optional years)

U.S. Embassy in Baghdad is seeking an individual for the position of Property Clerk in the General Services Office of U.S. Embassy Baghdad.

BASIC FUNCTION OF POSITION

The Property Clerk majors in make-ready project and is under the direct supervision of Supply supervisor. Maintaining and controlling property records and filing all relevant records and documents. Update all the records to the control systems.

The Universal Application Form, TCN program benefits and FAQs can be found at:

http://iraq.usembassy.gov/hr_tens.html

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary (high) school is required.
2. Prior work experience of no less than two (2) years as a property or supply clerk is required.
3. Level III (good working knowledge) Speaking/Reading/Writing in English is required.
4. Thorough knowledge of Foreign Affairs Manual FAM & Federal Acquisition Regulation FAR, the procedures of receiving and issuing furniture supplies, and inventory is required.
5. Efficient in the use of computer, office equipment is required. Good communication skills, customer service skills are a must. Should be a team player; and able to meet priorities of the unit, deadlines is required.

SELECTION PROCESS

It is essential that candidates address the required qualifications above in the application to meet the required qualifications.

TO APPLY

Applicants for this position must submit the following information:

1. Universal Application for Employment DS-174, as a Third Country National (TCN);
2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION MATERIALS TO THE FOLLOWING EMAIL ADDRESS:

TCNISUAmman@state.gov

FOR INQUIRIES PLEASE EMAIL: TCNISUAmman@state.gov

POINT OF CONTACT

Telephone: (962) (6) 590-6832 / 590-6828

FAX: (962) (6) 5906869

CLOSING DATE FOR THIS Vacancy Announcement: March 20, 2011

The U.S. Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: WGooding, DHRO

Cleared: AMEveritt ISU/HRO

Drafted: LAbdulhadi ISU/HR

Appendix A

DEFINITION

A third-country national (TCN) is an individual who meets the following criteria.

- (1) Is neither a citizen of the United States nor of the country to which assigned for duty.
- (2) If employed, is eligible for return travel to the TCN's home country or country from which recruited at U.S. Government expense.
- (3) Is on a limited appointment for a specific period of time.
- (4) Encumbers a direct-hire, personal service agreement (PSA) FSN position covered under the TCN local compensation plan. Such an employee normally is recruited from outside the host country and relocated from the point of recruitment to the host country. The return travel obligation assumed by the U.S. Government may have been the obligation of another employer in the area of assignment if the employee has been in substantially continuous employment which provided for the TCN's return to home country or country from which recruited.

Hired TCN Staff are considered separate from the Locally Employed Staff (LES) because they have separate Local Compensation Plan and nationalities. Candidates are expected to be employed at the U.S. Mission in Iraq from one to five years.

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information which equates to the information found on the DS-174.

Failure to submit the required information may result in the applicant not being considered for the vacancy.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (see top of page)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. Permanent U.S. Resident (Yes or No; if YES, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- J. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- K. Days available to work
- L. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- M. Education
- N. License, Skills, Training, Membership, & Recognition
- O. Language Skills
- P. Work Experience
- Q. References

Property Clerk Capsule Position Description FSN - 6

The incumbent is responsible for housing make-ready projects, making decision for replacing furniture by using good judgment based on past experience and Embassy furniture policy, and then submitting property work orders. The employee assists Non-expendable supply clerk with the check-in/out process, related paper work, scanning and filing of work orders. Furthermore, the incumbent keeps up-to-date data on residential inventory, assist annual residential inventories, and prepares property reports. Lastly, the incumbent answers phone calls and receive customers including providing information requested on a basis of knowledge of operation; and does all other duties assigned.